

Process library

Working with the Studio Free process library

Version 7.17



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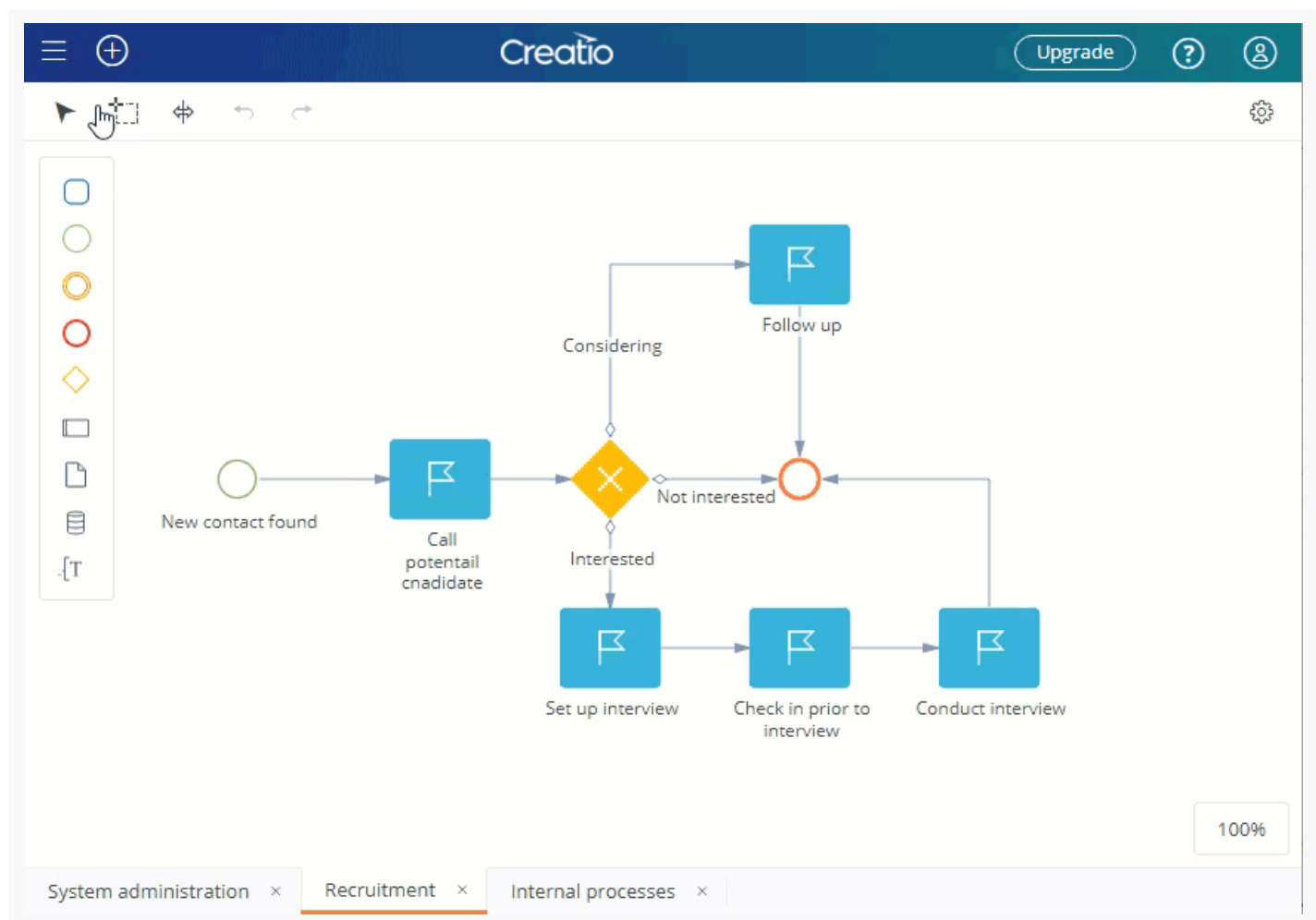
Working with the Studio Free process library

PRODUCTS: **STUDIO FREE**


All business processes belonging to your organization are stored in the **process library**, which enables you to:

- Easily navigate the entire list of business processes.
- Add new business processes to your library by [creating](#) or [importing](#) them
- Organize business processes in a hierarchical structure
- Search for processes and folders

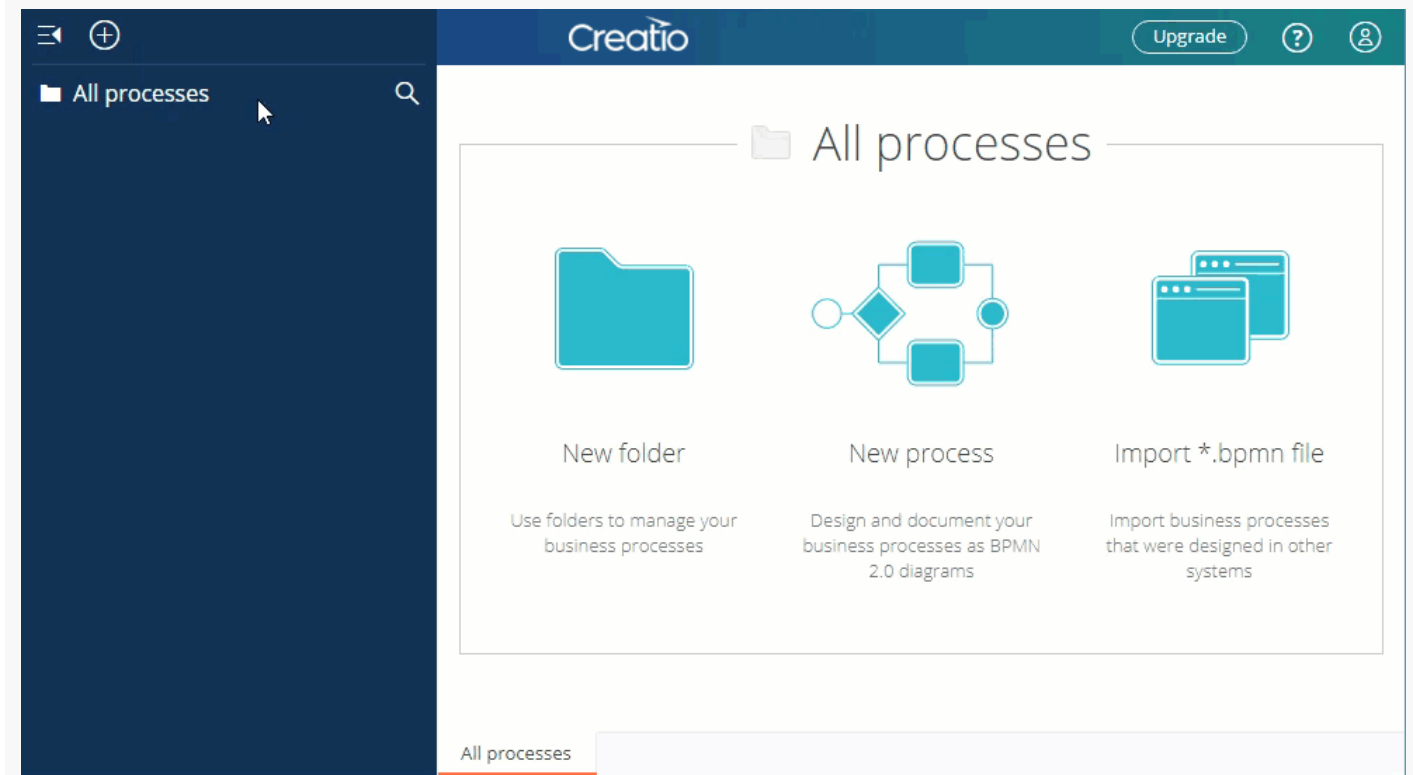
Click  to toggle the **process library panel**. A list of all folders and processes that belong to your organization will be displayed on the left-hand side of the application.



Create a business process


Click  to add a new folders or processes, as well as [import](#) *.bpmn files to the library.

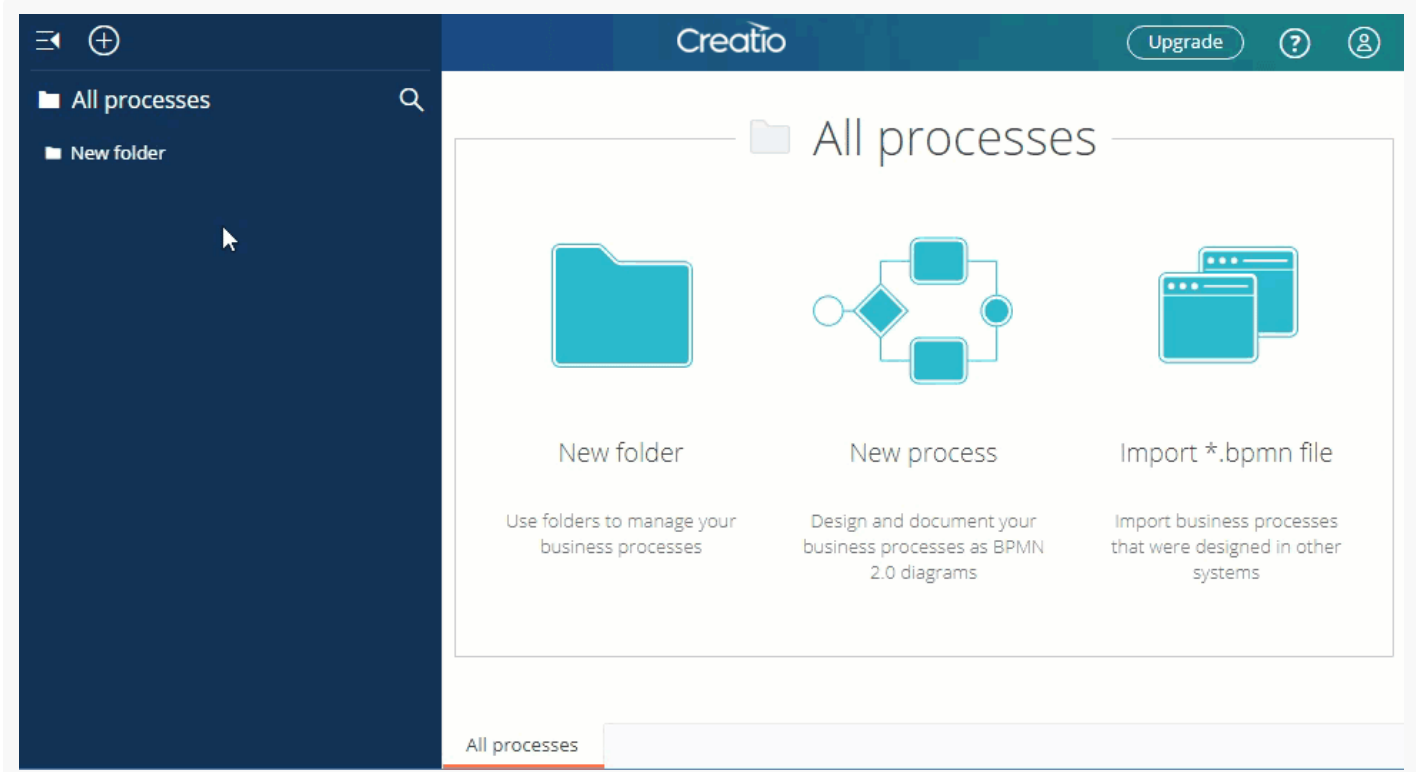
Note. In the process library, the root “All processes” folder is created by default and cannot be modified.



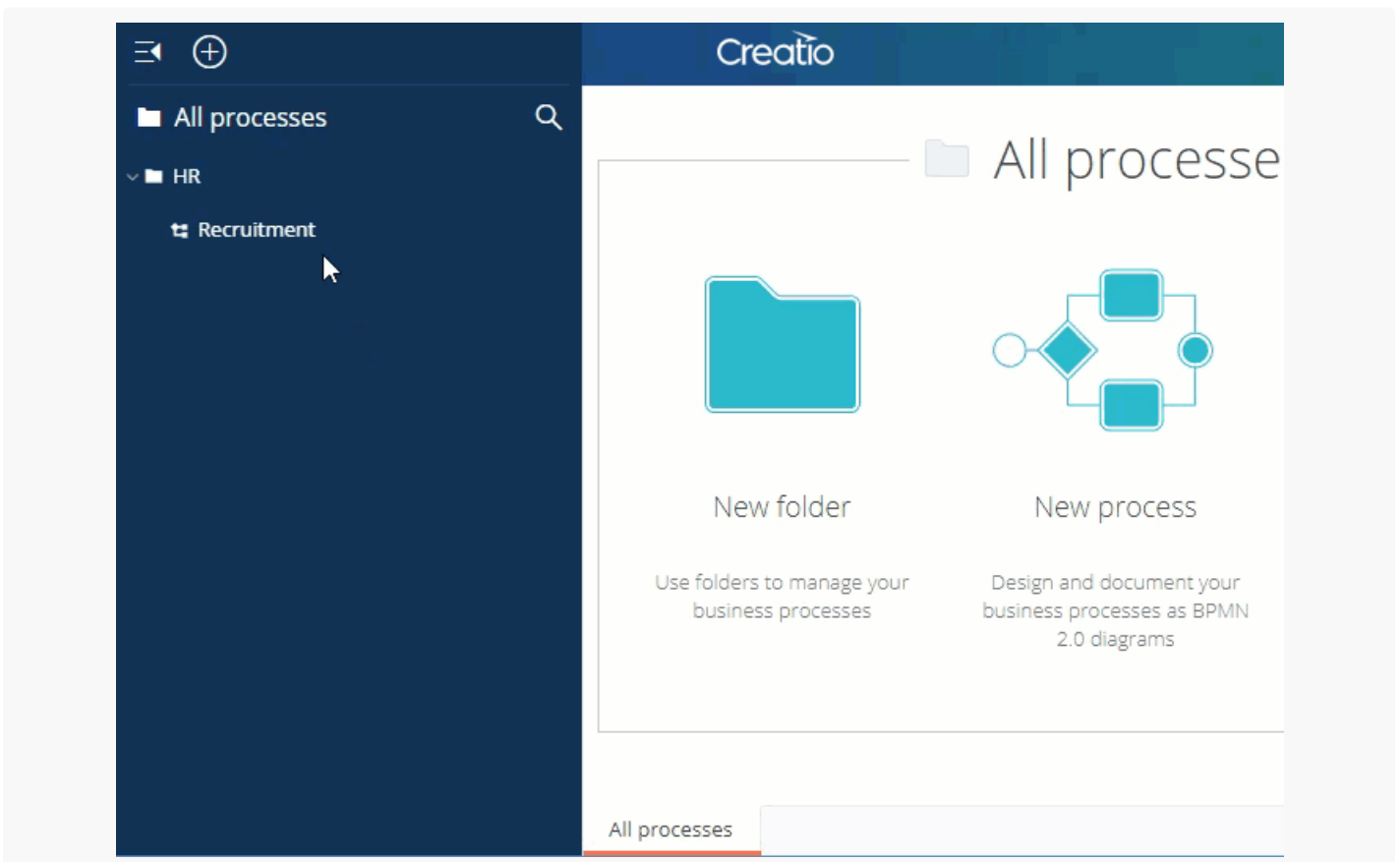
Configure the folder structure

You can organize your folders by creating a folder tree.

Select the root folder, click , and select “Folder” to **create a subordinate folder**.

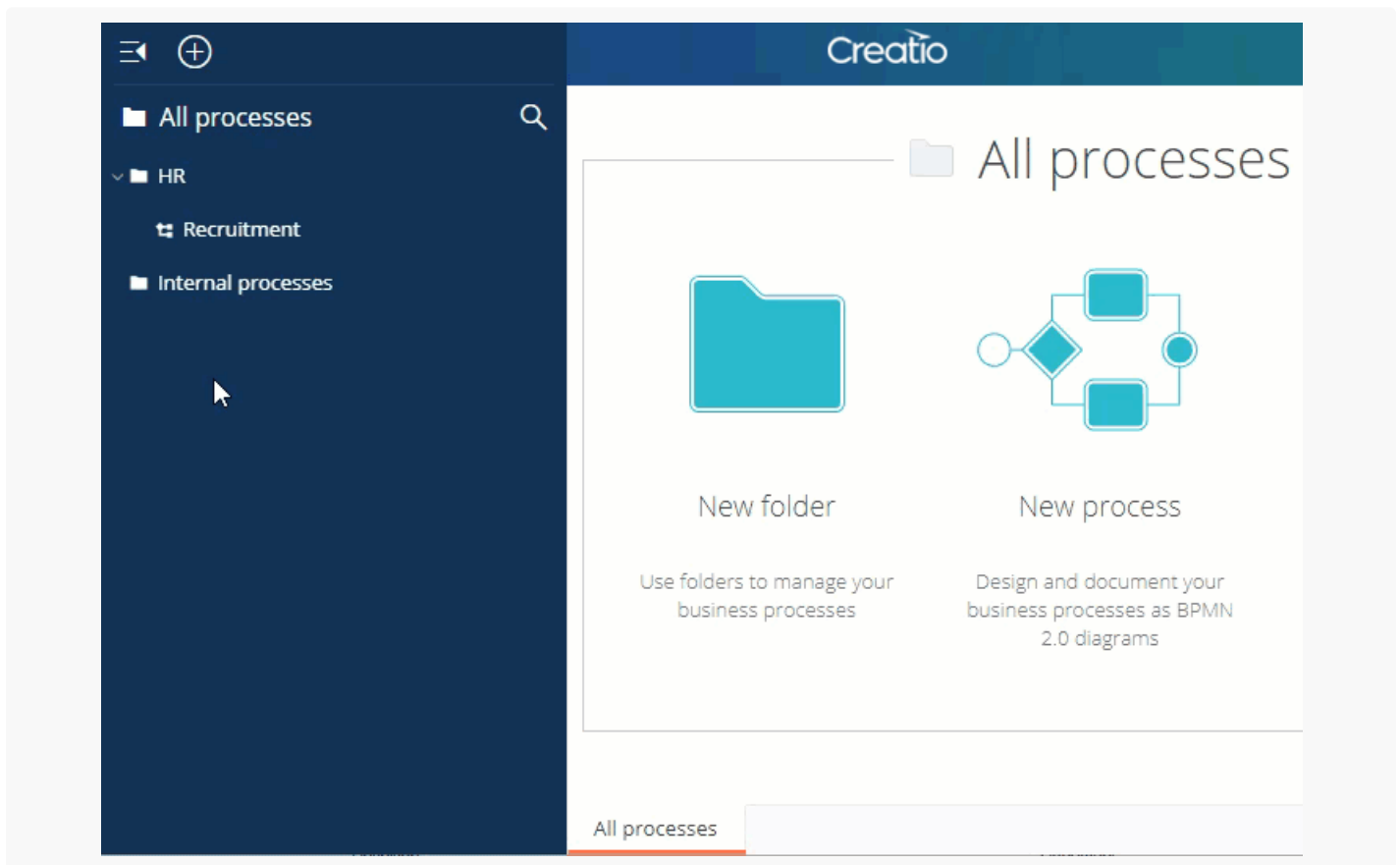



Click  and select “Process” to **add a new process** to a specific folder, select the folder.

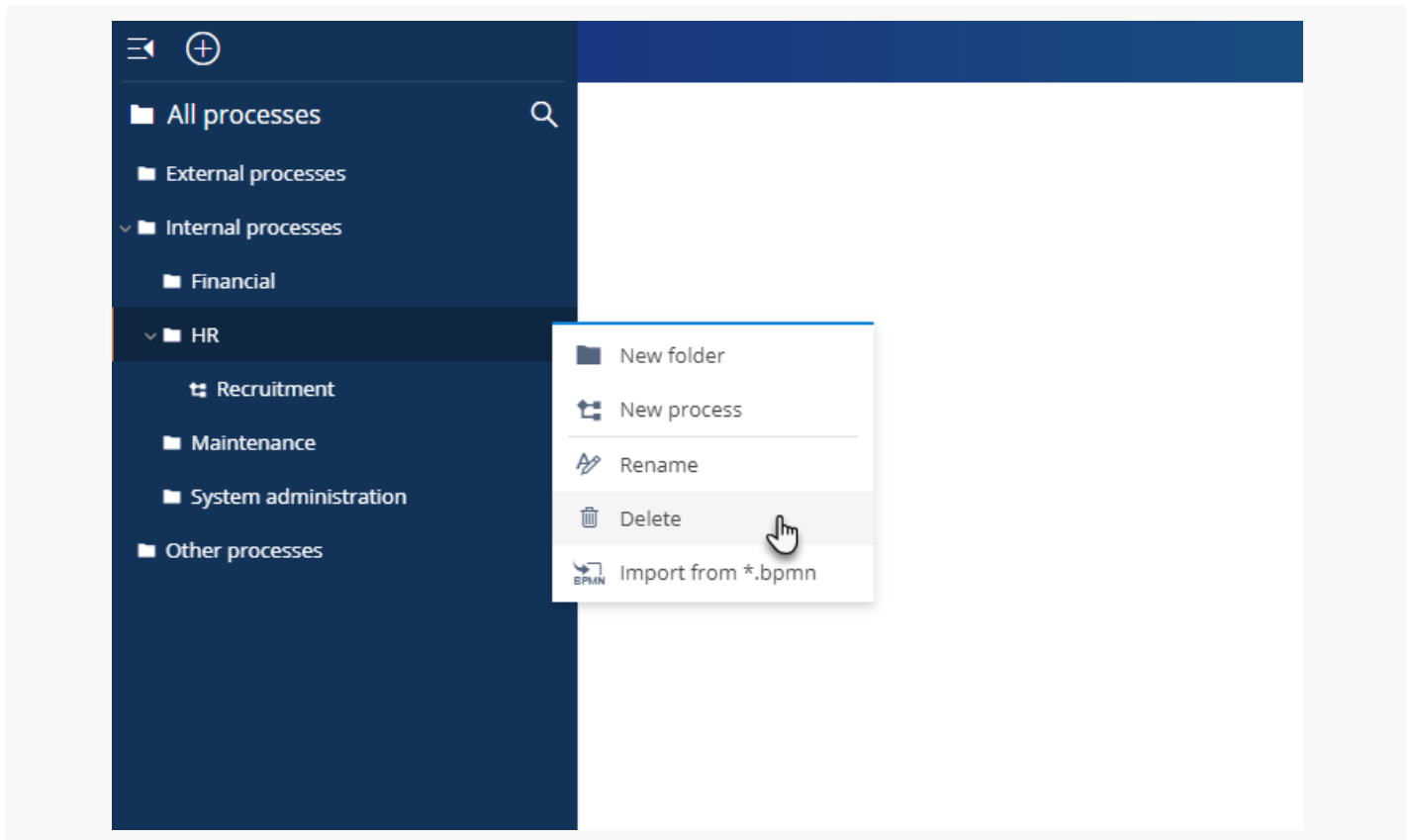


Drag and drop processes (or folders) to **move them** from one location to another. Moving an entire folder will

also move all its contents.




To **delete or rename a folder / process**, click  and select the necessary option in the list. Additionally, you can [import](#) a process from a *.bpmn file or add it directly into the selected folder.



Attention. Deleting a folder will delete all its contents, i.e. all other processes and folders in it.

Find a process

To search for folders and processes, click  and start typing your request. The **process library** panel will show a list of folders and processes that match search criteria.

Click a list item to open it.

